



DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



V. J. BELLA
STATE FIRE MARSHAL

A. J. "MIKE" FOSTER, JR.
GOVERNOR

MEMORANDUM

TO: PLAN REVIEW STAFF

FROM: HENRY C. REED, SR
ARCHITECT SUPERVISOR

RE: WORK SCHEDULE/BREAK POLICY

DATE: MARCH 10, 1997

Civil Service Rules require employers to allow mid-morning and mid-afternoon breaks. In order for this office to have an 8:00 A.M. to 4:30 P.M. work day, only a 30 minute lunch would be allowed. In the past, this office established the policy of allowing a 60 minute lunch without extending the work day to 5:00 P.M. by allowing the elimination of the morning and afternoon breaks. Employees were pleased to have a one hour lunch because it was next to impossible to leave the building, eat and return to their desk in 30 minutes. It has come to my attention that this policy has been ignored. Some employees could not handle working straight thru without a break. They have been noticed wandering around interrupting other employees, or waiting for the coffee to drip or talking about personal issues, drinking coffee and soft drinks in the kitchen or cooking snacks, or eating, all during work hours. Breaks of any kind are a violation of the above lunch extension policy. Therefore, it has become necessary to establish the following policy:

1. Employees shall refrain from taking breaks during work hours or shall be required to adhere to Civil Service Break Procedures.
2. Break times shall be as follows:
 - 9:30 - 9:45 AM
 - 2:30 - 2:45 PM
3. Employees who take breaks shall only be allowed a 30 minute lunch period as follows:

11:30 - 12:00 Noon	Early Lunch
12:00 - 12:30 Noon	Late Lunch

SCHEDULE

"Is Yours Working" ??

Smoke Detectors Save Lives !!

OFFICE OF STATE FIRE MARSHAL • 5150 FLORIDA BOULEVARD, BATON ROUGE, LA 70806
(504) 925-4911 1-800-256-5452

WORK SCHEDULE / BREAK

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6019

4. Employees who take breaks shall be allowed to work 30 minutes of "K" Time each day if they wish to extend their lunch to 60 minutes. A leave slip must be submitted for the lunch time extension.
5. Employees on break shall not disturb other employees. Please keep the noise to a minimum.
6. Individuals who wish to smoke shall refrain from using the front entry stairs.
7. Leave slips for extended lunches shall be submitted each Monday morning.
8. Employees shall be expected to adhere to these policies. Notify me by March 12, 1997 as to whether or not you intend to take scheduled breaks or a one-hour lunch.

HCR/kmw

cc: Jerry W. Jones

SCHEDULE

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